

Peace Corps/Panama seeks A Training Manager

Position Summary:

The Training Manager serves as a member of the Programming and Training Unit (PTU) staff and has the responsibility for supporting the planning, development, implementation and administration of the Peace Corps training system for the Community Environmental Conservation Project, Teaching English, Leadership and Life Skills Project, Sustainable Agriculture Systems Project, and Water, Sanitation and Hygiene Project.

Major Responsibilities:

- The Training Manager (TM) is responsible for the overall development, implementation, management and evaluation of the Pre-Service Trainings (PST) for approximately 100 Trainees and all In-Service Training (IST). The TM will ensure that the PST/IST is designed and conducted in a manner that maximizes integration of all training components and fully incorporates community-based training methodologies. S/he is the person responsible for directing the training of the Trainees to prepare them to effectively conduct their primary assignments in Panama. The TM provides leadership that stimulates the growth and development of the Trainees/Volunteers and training staff throughout the training period. The TM is responsible for the safety and security of Trainees, PCVs and training staff located at the training communities and training event venues during training activities.
- The TM is responsible for facilitating ongoing evaluations of the progress Trainees make in their learning of language, technical training, cultural, project, personal health, and safety and security subjects as a requirement for swearing in as Volunteers.
- The TM is responsible for managing all technical, administrative and financial systems that allow the PST/IST to run smoothly and in compliance with all PC regulations.
- The TM will prepare a final PST/IST report based on an overall evaluation of the training and incorporating contributions and recommendations from all other training staff. The TM will also develop PST/IST tools for future training events.

QUALIFICATIONS:

In order to be pre-selected for an interview, the applicant must submit an application that clearly documents how they meet each of the following requirements:

- University Degree in related fields. Master degree preferable.
- Must have demonstrated experience in the design and delivery of a community-based training program (CBT).
- Must have had demonstrated successful management experience in mentoring senior training staff.
- Candidate should be a dynamic, energetic, and motivated individual who is committed to implementing an “assets-based”. Should view training as experiential (not “schooling”) and be able to build on the current background and skills of the Trainees/Volunteers and staff. Should recognize that training is vital to establishing a positive and motivational foundation for Trainees. Experience with current adult learning methodologies is needed.

- Should be extremely flexible yet steadfast and organized, innovative yet with strongly held core training principles, objective and rational, able to counsel Trainees/Volunteers and engender a strong sense of commitment to overall Post principles and goals.
- Proven ability to oversee and manage Volunteers.
- Experience participating in Training of Trainers Workshops.
- Coaching skills with emphasis on group dynamics and interpersonal skills.
- Demonstrated writing ability and computer skills with experience preparing training designs and reports.
- Experience working in cross-cultural settings with cross-cultural teams of staff and Trainees.
- Knowledge about Panama's history and familiarity with Panama's ethnic groups and culture.
- Good organization and time management skills; willingness to take initiative; excellent teamwork skills, strong service attitude; personal integrity; flexibility; strong interest in Panama's development.
- Excellent interpersonal communications skills, including the ability to lead, motivate, coach and advise adults.
- Must be fluent in Spanish and English Languages. Indigenous language will be a plus.
- Computer literate, especially in core Microsoft applications such as Office, Excel, Word, PPT, etc.
- Ability to work a Monday through Friday schedule with evening and weekend hours when necessary
- Driver's license and ability to drive 4x4 manual transmission vehicles on rough roads.
- Ability to travel, spending 50%-60% of time working in the "interior"/ rural areas sometimes under harsh conditions.
- Applicants must possess a Panamanian work permit for at least 2 years unless Panamanian or US citizens.
- **POSITION WILL BE SUBJECT TO SECURITY CHECK CLEARANCE.**

Salary and Benefits

\$2,697 - \$3,068 (gross monthly salary, commensurate with previous experience, bonus, health/life insurance, transportation allowance). This is a Personal-Service Contractor (PSC)/local hire position.

Application Process

Letter of Interest, three references name and contact information, and resume (all in English) to be submitted each as a separate document in PDF format as an attachment by email to hiring@pa.peacecorps.gov due by October 20, 2016.

Subject line in the email must read PEACE CORPS Training Manager

No phone calls please. ALL applications must be received via email. Just those pre-selected candidates will be contacted for an interview and testing the week of October 24th, 2016.

For additional information regarding Peace Corps, please visit our website at <http://panama.peacecorps.gov>.